

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: January 7, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• December 17, 2015

9:30 a.m. Tyler Gordon, Deputy – Certificate of Recognition Award

Items for Discussion / Action / Approval:

1. Election of Commission President for 2016 Calendar Year
2. Establish date and time for regular Commission Meetings
3. Approval of Local Rules for Commission Meetings
4. Approval of registration sign-in sheet in accordance with WV Code §6-9A-3
5. Approval of all obligations made during calendar year 2015
6. Establish Hours of Operation for the Upshur County Courthouse and Annex
7. Approval of 2016 Holiday Schedule and Administrative Closures
8. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature
9. Consider Commissioner Board Appointments:
 - Lewis-Upshur Community Corrections Board – Commissioner Brady
 - Upshur County Farmland Protection Board – Commissioner Brady
 - Lewis-Upshur Emergency Planning Committee – Commissioner Raffety
 - Mountain CAP of West Virginia, Incorporated – Commissioner Raffety
 - Region VI Work Force Investment Board – Commissioner Cutright
 - Region VII Planning & Development Council – Commissioner Cutright
 - Upshur County 4H Foundation – Commissioner Cutright
 - Upshur County Development Authority – Commissioner Cutright
 - Upshur County Enhanced Emergency Telephone Board – Commissioner Brady
 - Upshur County Extension Service Committee – Commissioner Cutright
 - Upshur County Fire Board Incorporated – Commissioner Raffety
 - Upshur County Senior Center Board – Commissioner Raffety
 - Upshur County Family Resource Network – Commissioner Brady
 - Upshur County Youth Council, Incorporated (SYC) – Commissioner Brady
 - Wes-Mon-Ty Resource Conservation and Development – Commissioner Raffety

- Corridor H Authority – Commissioner Raffety

10. Correspondence from Amy Queen requesting reappointment to the Buckhannon-Upshur Board of Health effective July 1, 2015. Upon approval, Ms. Queen's term would expire on June 30, 2020.
11. Correspondence from Callie Cronin-Sams, Buckhannon-Upshur Parks and Recreation Advisory Board Chairperson, requesting the use of the Buckhannon-Upshur Recreational Park on June 4, 2016 from 5:00 p.m. to 10:00 p.m. and on June 5, 2016 from 7:00 a.m. to 12:00 p.m. for the 2nd Annual Hometown Blast Pool Party and Triathlon/5k. The Advisory Board also requests for lifeguard staff to be provided during those times and the donation of pool passes to present as prizes during the pool party.
12. Review and Approval of Annex A to the Upshur County Emergency Operations Plan as submitted by James T. Farrell, Office of Emergency Management Director. The previous annex used in the 2015 EOP is dated 2012.
13. Approval of Recommendation to Overrule Objection to Qualification of Personal Representative in the Estate of Nathaniel Wayne Beckner, deceased.
14. Approval of Board of Review & Equalization (BORE) Publication Notice; the County Commission will sit as the Board of Review and Equalization beginning at 1:00 p.m. on the 1st day of February, 2016, and shall continue until the work is complete but will adjourn no later than the close of business on the 18th day of February, 2016.
15. Approval and signature of correspondence to the Upshur County Assessor and Property Tax Division of the State Tax Department, giving authorization to correct valuations for real property, personal property, and/or mineral accounts. Any adjustments made after February 1, 2016, must be forwarded to the Commission sitting as the Board of Review & Equalization.
16. Approval and signature of letter to Paul Chapman regarding property located in Banks Tax District – Tax Map 7S – Parcel Number 2.1. This letter informs the property owner that a member of the Upshur County Sheriff's Department will visit the property on or about the 15th day of each month and complete an inspection report to ensure progress is being made at the property.
17. Approval and signature of Valley Business Systems Service Contract for a machine located at the James W. Curry Library. Annual charges would be \$481.50 and the terms of service would be effective December 1, 2015 through November 30, 2016. Coverage includes parts, labor, mileage, inspections and consumable supplies not excluded.
18. Approval and signature of Mountain State Waste Collection and Disposal Service Agreement renewal for services provided at James W. Curry Library and Park. Monthly Refuse Charge would remain \$157.91 and the contract period would renew for one year.
19. Approval of Lewis-Upshur Animal Control Facility Volunteers, Diana Kimble and Jesse Gore.
20. Correspondence from Danny R. Gould announcing his resignation as Animal Control Officer for the Upshur County Sheriff's Department, effective December 29, 2015.
21. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Dustin L. Hollen, as full-time Animal Control Officer, at the starting pay wage rate of \$11.00 per hour, effective

January 17, 2016. Upon completion of the required training the pay wage rate would increase to \$12.00 per hour.

22. Correspondence from Carrie L. Wallace, County Administrator, requesting the termination of Stephanie M. Burr, part-time administrative assistant for the Addressing and Mapping Office, effective January 7, 2016.

Item may lead to Executive Session per WV Code §6-9A-4

(A) Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting; or

23. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from Carrie L. Wallace, County Administrator, to Michael Farnsworth of MACH Excavation Services, modifying Section 2 of the Agreement by and between the Upshur County Commission and Mach Excavation Service for demolition of a dilapidated home off of the Oscar Sayer Road. The deadline has been extended to January 20, 2016.
2. Correspondence from Linda Wolfe, Upshur County Relay for Life Chair, regarding an event scheduled to take place Thursday, January 21, 2016 at 6:00 p.m. at Audrey's Banquet Room on North Kanawha Street to kick off Relay year. The 2016 Relay for Life will be held Saturday, July 16th at Jawbone Park.
3. Correspondence from Michael Zarrilli, Senior Counsel & Vice President Government Relations of Suddenlink, announcing that the sale of Cequel Corporation, the parent of Cequel III Communications II, LLC d/b/a Suddenlink Communications to Altice N.V. has been completed. There will be no change in the existing holder of the cable franchise and no change in the day to day operations.
4. Correspondence from Michael Kelemen, Director of Government Relations of Suddenlink, providing a summary of adjustments to service prices.
5. Correspondence from Robert L. Pennington, P.E. Deputy State Highway Engineer – Programming and Planning, West Virginia Department of Transportation Division of Highways, informing the Commission that a draft copy of the 2016-2021 Statewide Transportation Improvement Program has been made available for public comment. A copy of the document may be viewed and/or downloaded on the web at www.go.wv.gov/dotcomment. All written comments are to be received no later than January 30, 2016.
6. Correspondence from Jeff Amburgey, Chairman, Property Valuation Training and Procedures Commission, State of West Virginia Department of Revenue State Tax Department, regarding the Assessor's proposed 2016-2017 Valuation Fund Budget. Written evidence showing that a lesser amount than the amount requested by the assessor would be adequate must be submitted to the Property Tax Division on or before January 15, 2016.

7. James W. Curry Public Library Calendar of Events – January 2016

8. Upshur County Family Resource Network Newsletter – January 2016

9. Agendas and/or Notice of Meetings

- Elkins Road Public Service District January 5, 2016
- Upshur County Solid Waste Authority January 11, 2016
- Lewis-Upshur Community Corrections Board January 11, 2016

10. Meeting Minutes

- Buckhannon-Upshur Parks and Recreation Advisory Board May 11, 2015
- Upshur County Family Resource Network – Director’s Report December 2015
- Upshur County Family Resource Network December 14, 2015

11. Meetings

- 01/07/16 7:00 p.m. Banks District VFD
- 01/07/16 7:00 p.m. Selbyville VFD
- 01/05/16 6:00 p.m. Hodgesville PSD
- 01/05/16 5:30 p.m. Elkins Road PSD
- 01/13/16 12:00 p.m. Upshur County Senior Center Board
- 01/13/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 01/13/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 01/13/16 7:30 p.m. Warren District VFD
- 01/14/16 1:00 p.m. Adrian PSD
- 01/14/16 3:00 p.m. Tennerton PSD
- 01/14/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 01/14/16 7:30 p.m. Buckhannon VFD
- 01/14/16 4:00 p.m. Buckhannon Upshur Airport Authority–meeting held at Airport – CANCELLED
- 01/12/16 4:00 p.m. Buckhannon Upshur Airport Authority–meeting held at Airport
- Special Meeting
- 01/11/16 12:00 p.m. Upshur County Family Resource Network
- 01/11/16 4:30 p.m. Upshur County Solid Waste Authority
- 01/11/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 01/11/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Upshur County
- 01/12/16 6:00 p.m. Buckhannon River Watershed Association
- 01/19/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 01/12/16 7:30 p.m. Adrian VFD
- 01/20/16 7:00 p.m. Ellamore VFD
- 01/20/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 01/17/16 6:30 p.m. Upshur County Youth Camp Board
- 01/19/16 6:30 p.m. Upshur County Fire Board
- 01/20/16 7:00 a.m. Upshur County Development Authority
- 01/17/16 6:00 p.m. Washington District VFD
- 01/18/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/19/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/19/16 4:00 p.m. Upshur County Public Library Board

- 01/28/16 4:00 p.m. Upshur County Farmland Protection Board – CANCELLED
- 01/08/16 12:00 p.m. Upshur County Farmland Protection Board – Committee Meeting
- 01/08/16 2:00 p.m. Upshur County Farmland Protection Board – Special Meeting
- 03/23/16 10:00 a.m. James W. Curry Advisory Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 02/10/16 6:00 p.m. Buckhannon-Upshur Board of Health

12. Appointments Needed or Upcoming:

- Upshur County Fire Board (Vacant Position – 6-30-16) --- 1st District Community Representative
- Upshur County Farmland Preservation Board (Vacant Position – 06-30-15) – At large – Non Farming
- Region VII Planning and Development Council (12-31-15 – Connie Tenney) --- County
- Region VII Planning and Development Council (12-31-15 – Sam Nolte) --- County
- Region VII Planning and Development Council (12-31-15 – WVWC Representative) --- County
- Region VII Planning and Development Council (12-31-15 – A.G. Trusler) --- County
- Corridor H Authority (Vacant Position – 06-30-16) -- Commission

Tabled Items

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**Next Regular Meeting of the Upshur County Commission
January 14, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex**